

**SLUM AID**



**Recruitment pack:**

**EXECUTIVE DIRECTOR**

# LOOKING TO MAKE A DIFFERENCE?



SLUMAID is a charity supporting community development projects across the world through volunteering.

Over a decade ago, a small group of volunteers ventured from London to Mumbai to help create change for people struggling against the tide of poverty, found in such concentration in India's slums. Today, we work with 30 partners across 15 countries, matchmaking volunteers with projects on the ground or online where they can contribute, share skills, learn and make a positive, lasting connection with communities.

Are you full of exciting ideas to drive a small but mighty charity towards new horizons? Ready to find fundraising opportunities, steer sustainable growth and support SLUMAID's projects in Kenya, the Philippines, Bangladesh and beyond?

Are you driven to develop our online teaching programmes with our partners, and mobilise the perfect volunteers to bring them to life?

This is your moment to make a practical and lasting difference to the lives of marginalised communities worldwide, as SLUMAID's Executive Director.

## WHAT YOUR DAY-TO-DAY LOOKS LIKE

- You'll develop, implement and improve impactful initiatives in collaboration with our partners and Board, including digital volunteering and corporate social responsibility
- You'll create a fundraising strategy that sustainably supports SLUMAID's work; writing applications and building relationships with funders ranging from volunteers to trusts and foundations

- You'll manage the full volunteer experience, from advertising, outreach and recruiting to training and supporting them throughout their project
- You'll provide leadership and direction for SLUMAID, working together with the Board of Trustees to raise our profile, represent and be the spokesperson for our activities.

### **SOUND LIKE YOU?**

- You have a passion for international community development, and see the value of volunteering
- You can identify fundraising opportunities with institutional donors, foundations, grant-giving bodies and other supporters
- You can write compelling and successful fundraising applications, and have excellent communication skills verbally too

- You show clear leadership qualities
- You work empathically and effectively with multinational teams
  - You have a sound understanding of safeguarding and child protection issues

### **BENEFITS**

- Dynamic and open startup environment: we're an established charity, but with a small and nimble decision-making committee
- Have a huge impact: Be at the forefront of international development by working directly with grassroots projects across the globe
- Flexible working hours: That fit around your life, rather than vice versa
- Rapid career progression: We prioritise and incentivise personal and professional growth, with bonuses for great work



# ABOUT SLUMAID



Our aim is to make a practical and lasting difference to the lives of marginalised communities worldwide, through volunteering. SLUMAID does this by organising and mobilising passionate, skilled people to provide a helping hand to projects in education, health and community development - on the ground or online.

## OUR VISION

A future where the poorest societies in the world have access to health, education, and opportunity to thrive.

## OUR MISSION

Make a practical and lasting difference to the lives of those living in deprived areas worldwide. We do this through volunteering, education, health, and community development projects.

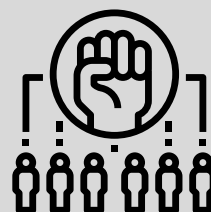
## OUR GOALS



Facilitate quality education:  
Educate children in need through volunteering and community enablement.



Support deprived communities:  
Sponsor local projects that favour those who live in deprived areas.



Empower local people:  
Create flourishing, locally-led societies through training and sponsorship programmes.

# JOB DESCRIPTION



RESPONSIBLE FOR: Consultants, any staff who may be recruited in the future, volunteers, and interns.

KEY EXTERNAL CONTACTS: Corporate supporters, Government contacts, strategic partners, network members

KEY INTERNAL CONTACTS: Trustees, volunteers, consultants.

## **ROLE PURPOSE**

The Executive Director will provide leadership and direction for the organisation in achieving its charitable aims and objectives, working together with the SLUMAID's Board and volunteers.

## **ROLE FOCUS**

In particular, they will steer the charity towards new horizons in raising funds to support sustainable growth and project support. This will involve meeting new donation targets by finding opportunities to reach and attract potential supporters, high-value donors, companies, trusts and other stakeholders in the development sector, as well as developing new online and CSR volunteering programmes.

**JOB TITLE:** Executive Director

**RESPONSIBLE TO:** Chair of Trustees

**SALARY:** £28K-34K (with performance bonus)

**FIXED-TERM CONTRACT:** 2 years, subject to extension

**HOURS PER WEEK:** 35

**LOCATION:** Remote workin



## KEY RESPONSIBILITIES

- To lead the continuing impact and reach of SLUMAID through the development of a new strategic plan to enable the organisation to move to the next stage of its development and to ensure the effective implementation of the strategic plan. This will include digital volunteering, CSR and developing global partnerships.
- To secure the necessary funds to support SLUMAID's goals and delivery of the strategic plan
- To foster and maintain relationships with funders, key supporters, volunteers, partners and NGO networks
- To raise the profile of the organisation and be the principal spokesperson with strategic partners, network members and all key stakeholders for beneficiaries
- To provide leadership and direction for the organisation, working together with the Board of Trustees

- To lead and develop a mutually supportive and high performing staff and volunteer team

### FUNDRAISING

- To develop a trusts and foundations fundraising strategy with direction from the Board.
- To increase donations and unrestricted income by the development and implementation of a direct fundraising strategy.
- To produce high quality funding applications to relevant funding bodies

### VOLUNTEER MANAGEMENT

- To advertise, recruit, train, and support volunteers in line with good volunteer management practices.
- Liaising with overseas SLUMAID's partners to place volunteers overseas or to work online.

## REPRESENTATION

- Acting as the leader and spokesperson of SLUMAID with all key stakeholders
- Developing and leveraging opportunities in terms of new major partnerships with other NGOs, multilateral organisations, the media, and other stakeholders as part of successful delivery of the strategic plan
- Overseeing the engagement of the SLUMAID's local partner network in the delivery of the strategic plan

## FINANCE

- Help and support treasurer & chairperson to oversee financial management of SLUMAID.



# PERSON SPECIFICATION



1. Ability to develop high quality funding applications
2. Leadership qualities
3. An aptitude for income generation from multiple sources
4. Managing volunteers
5. Develop and deliver growth through strategic business plan
6. A passion for international and community development
7. Good relationship and people management skills
8. Engaging personally, as well as leading others, in successful fundraising with institutional donors, foundations (and grant-giving bodies)
9. Ability to work with multinational teams
10. Excellent interpersonal, communication (both verbal and in writing)
11. A sound understanding of Safeguarding and child Protection issues.

Interview/  
Assignment

Application/  
Interview

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# APPLICATION PROCESS

Does this sound like you? Please submit a CV, and a short covering letter (no more than 2 pages) stating why you are interested in this role, what you can offer and how you meet the criteria to [hello@slumaid.org](mailto:hello@slumaid.org) by midnight, Friday 14th January 2022 - subject 'Executive Director application'. Applications without a covering letter won't be considered.

If you have a disability or special need that requires accommodation at any point through the interview process, please do not hesitate to let us know.

SLUMAID is proud to be an equal opportunity workplace. We celebrate difference, support it, and thrive on a diverse team that represents a variety of backgrounds, perspectives, beliefs and experiences. The more inclusive we are, the better we are, the better our work will be.

